

MINUTES OF THE MEETING OF THE NATIONAL CHILD PASSENGER SAFETY BOARD

February 1-2, 2007
Baltimore, MD

February 1, 2007 – Day One

Members Attending: Kristen Allen, Janet Brooks, Marilyn Bull, Vicky Cassabaum (outgoing member), Kerry Chausmer, Sharon Conrad (outgoing member), Emilie Crown, Robert Dallas, Carole Guzzetta, Lori Haskett, Carol Helminski, Pam Holt, Mike James, Michele Mount, Tim Murphy, Deb Trombley, Wanda Vazquez, Thomas Vilt, Lorrie Walker

Members Not Present: Sharon Bilbrey, Artie Martin, Paul Rizzo, Eleanor Walters

Meeting Guests Present: Dr. Elizabeth Baker, Regional Administrator for NHTSA Mid-Atlantic Region; Stephanie Hancock, NHTSA Mid-Atlantic Region; Judy Hammond, NHTSA; Meg Miller, CPS Coordinator, Maryland Office of Highway Safety; Joy Marowski, Director, Maryland Office of Highway Safety.

Welcome and Introductions: Pam Holt welcomed the Board and guests. Dr. Baker welcomed us to the NHTSA Mid-Atlantic Region and Maryland.

Board Orientation: Pam Holt shared the Board's Mission, Vision and Confidentiality Agreement and Michele Mount and committee leaders explained how each committee works to fulfill the Mission. Committee Leaders should maintain committee binders including minutes and relevant documents to build history and pass to future committee leaders. Vicky Cassabaum reported on Board policies and procedures.

Members chose committees on which they want to participate this year. Kristen Allen and Wanda Vazquez were nominated for Diversity Committee Leader. Kristen Allen was nominated for Quality Assurance Committee Leader.

Certifying Body Report: Kerry Chausmer reported on a 34.9% recertification rate from January-October 2006. People are now recertifying under the CEU process. Safe Kids may be asking for help auditing, a process which will need to be completed promptly. Kerry will be producing a certification annual report.

Board members signed up to represent the Board at the recertification table at Lifesavers. Five sessions at Lifesavers will be eligible for CEUs. Board members will help hand out certificates at the end of these sessions. People who need CEUs must pick up a certificate before leaving these sessions.

NHTSA Report: Carole Guzzetta reported. NHTSA is holding a public meeting on LATCH on February 8 in Washington DC. A panel will make presentations. Nicole Nason will moderate the meeting. Meeting proceedings will be published. During discussion about this meeting, Lorrie Walker reported that Safe Kids conducted an online survey on LATCH and Lorrie has 70 pages of comments. She will prepare a summary report to share with the Board.

NHTSA is getting feedback that CPS Week in February brings difficulties, especially in cold climates. The issue was raised to the Board. The Board discussed alternative timing, including

avoiding overlap with other injury prevention weeks. NHTSA will continue to explore the possibility of changing the date.

Committee Leader Vote: Michele Mount reported that Wanda Vazquez was elected Diversity Committee Leader and Kristen Allen was voted in as Quality Assurance Committee Leader.

Adjournment: Day One adjourned at 5:30 p.m.

February 2, 2007 – Day Two

June 2007 Board Meeting: Michele Mount reported that the June 11-12 Board Meeting will be held in conjunction with NHTSA Eastern Region CPS Conference in Buffalo, NY. We will meet for a full day on June 11 and adjourn after a half-day meeting on June 12. The conference adjourns after lunch on June 14 and Board members are encouraged to attend the conference. CEUs can be earned at the conference. Travel day for the meeting will be Sunday.

October 2007 Board Meeting: We are tentatively scheduled to meet Oct. 1-2.

2008 Meeting Dates: Tentative meeting dates are Jan. 31 full day, Feb. 1 half day. Other 2008 meeting dates will be scheduled later.

Curriculum Committee Report/Discussion: Lorrie Walker led a report of the Curriculum Committee. NHTSA is drafting a letter to inform people of the new curriculum release dates. Kristen Allen is coordinating the NHTSA letter. A Board statement will be posted on the Board website when the NHTSA letter is released. State coordinators receive the letter first. Kristen Allen will send Deb Trombley a copy of the NHTSA letter so Deb can prepare a Board statement.

Committee Meeting Breakouts #1: Quality Assurance, Future Development and Cert/Recert met.

Committee Meeting Breakouts #2: Communication, Special Needs and Diversity met.

Committee Reports/Discussion:

Special Needs Committee: Marilyn Bull is writing a report to explore possibilities for expanding information and resources for special needs best practices. By developing regional Centers of Excellence to distribute information, resources and training. The Special Needs Committee brainstormed criteria for a Center of Excellence.

Certification/Recertification Committee: Kerry Chausmer reported. The committee discussed revisions to the instructor candidacy process. The new process will require Instructor Candidates to serve as a "course assistant" during one full course. The course assistants set up behind the scenes and view teaching styles, but do not teach. This new requirement will take effect April 1. An old and new form will be available to provide a minimum of 4 weeks for Instructor Candidates to adjust to the new requirement. Safe Kids will provide testimonials where qualifications are checked off.

Communication Committee: Deb Trombley reported on the Board blog idea raised during the committee meeting. Board members expressed concern about time needed to review comments and respond to them. What is additional value above and beyond the current communications we have online and are planning? There may be other mechanisms to receive feedback from the field. The Board decided not to do a blog at this time.

Diversity Committee: Wanda Vazquez reported. The committee discussed the Board's vision of diversity, which should include income and education levels as well as ethnicity and race. The Committee discussed ideas for the following questions: How do we reach these diverse groups in our communities? How do we empower the person who is working with the diverse groups? What can we do to help individuals who speak English as a second language to complete the course?

Future Development Committee: Robert Dallas reported on a Technician Recognition Day idea. Future Development and Communications Committees will work together to develop a media planner and communication ideas to give Technicians the public recognition they deserve. The Board approved this idea. The Future Development Committee will also track changes for the next update of the curriculum.

Quality Assurance Committee: Kristen Allen reported. The committee will go through previous meeting notes and minutes and compile all the policies and procedures decided over the years. This compilation will be reported on and voted on at June Board meeting. It can be placed on Board website.

Adjournment: The meeting adjourned at 2:15 p.m.